

1 Position Descriptions

1.1 Extramural Support Program Specialist (GS-301-12/11/9)

Form III-3 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: Extramural Support Program Specialist, GS-301-12. (Quality Control Staff)

Minimum Years Experience: One year of experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): N/A

Duties:

Provides administrative support and services. Supports all NIH scientific program development, scientific review, and grants management functions; as well as coordinates logistical support; and manages data. May serve as Project Officer, Quality Control Coordinator, Training Coordinator, or Database Manager.

Abilities/Skills/Knowledge Required by the Position:

Knowledge of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Knowledge of the activities, purposes, and goals in supporting biomedical research development, grants management, and scientific review programs.

General knowledge of NIH grants regulations, policies and precedents to review, analyze, manage, and evaluate data; and to suggest changes and coordinate training and quality control programs.

Skill in operating a personal computer with Microsoft Windows, Word, Outlook, Excel and Access software, or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to use presentation software.

Supervisory Controls:

Incumbent works under the general supervision of the Hub Manager. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification of instructions is necessary, employee obtains such clarification on own initiative. Work products are reviewed for timeliness and consistency with objectives, instructions, guidelines, and precedents.

Guidelines:

With only general administrative policies and precedents to work, incumbent uses references to general business procedures, guides on the capabilities of available computer software, and regulations of the grants administration process. They are used to solve problems and to recommend specific practical approaches to expediting the work of the office. These require considerable interpretation.

**Office of Grants Support Services,
OER, OD, NIH**

Extramural Support Program Specialist, GS-301-12

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), OER, OD, NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing administrative support and services to Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH staff is located in all of the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include supporting all NIH scientific program development, scientific review, and grants management functions; as well as coordinating logistical support; and managing data. May serve as Project Officer, Workload and Quality Control Specialist, Training Coordinator, or Database Manager. May be assigned to any of the various MEO Hubs, Task Units, or ICs. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

The incumbent may perform any of the following types of duties:

PROVIDES ADMINISTRATIVE SUPPORT

40%

Coordinates the MEO Hub Quality Control Program to ensure that work products and services meet MEO and Performance Work Statement (PWS) standards. Tracks, monitors, and reports on Hub performance. Researches, collects, reviews, analyzes, interprets, summarizes, and presents data. Makes recommendations to Hub Manager based on report findings.

Reviews grant portfolios and research and development contract proposals to provide information. Initiates or responds to email queries. Conducts review and analysis of administrative initiatives affecting grant support and makes recommendations on the direction of new guidance to grantees and investigators, as well as IC staff.

Coordinates within and across Task Units to provide information responsive to inquiries from within the NIH, or from outside parties. Participates in NIH

committees and working groups. Represents the MEO organization on NIH or outside committees as necessary and appropriate.

Helps resolve complex issues related to human subjects protection and animal welfare concerns and supports compliance in gender and minority tracking. Participates in the development and continual refinement of the scientific coding system, which is used internally for classification of submitted grant proposals and funded grants, and for reporting and planning purposes.

COORDINATES LOGISTICAL SUPPORT

30%

Coordinates training for Hub staff and provides related logistical support. Advises in the planning and implementation of scientific meetings, workshops and conferences. Assists in planning agenda items for meetings / events. If required, prepares justification to obtain approval and funding for meetings. Works independently, or with a contractor, to secure meeting space. In collaboration with scientific staff, advises on how to compile and distribute meeting minutes, reports, publications, agenda, and background information needed for conferences. Assists in administrative operations by reviewing and analyzing internal logistical practices and procedures, recommending areas for improvement, and serving as another point of contact for NIH staff seeking administrative policy information and assistance. Collaborates with Program Directors, Scientific Review Administrators, Grants Management Specialists, and Hub staff to develop improved administrative procedures and to ensure that requirements are met accurately and in a timely fashion.

MANAGES DATA

30%

Manages database projects and new or on-going information technology initiatives. Updates and maintains public and internal websites and maintains or creates specialized databases. Serves as a liaison to various information technology working groups developing specialized applications for extramural research. Provides data to MEO Director, Hub Manager, Employee Supervisors, and other Workload and Quality Control Staff and that will allow MEO performance evaluation.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required by the Position

Knowledge of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Knowledge of the activities, purposes, and goals in supporting biomedical research development, grants management, and scientific review programs.

General knowledge of NIH grants regulations, policies and precedents to review, analyze, manage, and evaluate data; and to suggest changes and coordinate training and quality control programs.

Skill in operating a personal computer with Microsoft Windows, Word, Outlook, Excel and Access software, or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to prepare PowerPoint presentations.

Factor 2: Supervisory Controls

Incumbent works under the general supervision of the Hub Manager or MEO Director. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification of instructions is necessary, employee obtains such clarification on own initiative. Work products are reviewed for timeliness and consistency with objectives, instructions, guidelines, and precedents.

Factor 3: Guidelines

With only general administrative policies and precedents to work, incumbent uses references to general business procedures, guides on the capabilities of available computer software, and regulations of the grants administration process. They are used to solve problems and to recommend specific practical approaches to expediting the work of the office. These require considerable interpretation.

Factor 4: Complexity

This position requires searching the scientific literature and databases, as well as analyzing programs, preparing reports, developing new plans and criteria, and gaining acceptance of new work procedures and standards. The development of these standards may be complicated by new requirements, conflicting written guidelines, and technological changes in computer equipment or software. Ensuring that quality control, data managing, and training programs are accomplished to meet PWS standards add further complexity to this position.

Factor 5: Scope and Effect

The work product affects not only the grants support operations of the IC, Hub, and Task Units, but also the ability of the entire NIH extramural program to conduct research administration.

Factor 6: Personal Contact

Contacts MEO, Hub, and Task Unit members, senior government officials, NIH employees, and individuals from outside of the government, such as grantee institution scientists and administrators, employees of educational organizations, volunteer agencies, and the general public.

Factor 7: Purposes of Contacts

The purpose of contacts is to provide or obtain relevant information as needed, advise callers on correct procedures, and discuss or resolve operating problems. This communication may involve persuading others to accept and implement recommendations where resistance may exist.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to meetings and other NIH buildings.

Factor 9: Work Environment

This position is located in an office setting.

**Extramural Support Program Specialist
STATEMENT OF DIFFERENCES**

1. FULL PERFORMANCE TITLE, SERIES, AND GRADE: Extramural Support Program Specialist, GS-301-12

2. ORGANIZATION: OGSS, OER, OD, NIH

_____ GS-11 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the incumbent and supervisor develop a mutually acceptable project plan. Within the plan parameters, the incumbent is responsible for planning and organizing own work, coordinating with staff and line management, and conducting all phases of the project. Completed projects are reviewed critically. Incumbent receives closer supervision than at the GS-12 level.

_____ GS-9 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the supervisor assigns specific projects and priorities. The incumbent plans, coordinates and carries out successive steps and normally resolves problems. Work is reviewed prior to release for conformance, consistency, and practicality. Employee receives closer supervision than at the GS-11 level.

POSITION DESCRIPTION <small>(Please Read Instructions on the Back)</small>										1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda			5. Duty Station Bethesda			6. OPM Certification No.	
Explanation (Show any Position replaced)					7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests			9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither			12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive			13. Competitive Level Code	
14. Agency Use					15. Classified/Graded by			Official Title of Position			Pay Plan	
a. Office of Personnel Management					b. Department, Agency or Establishment			c. Second Level Review			d. First Level Review	
e. Recommended by Supervisor or Initiating Office					f. Extramural Support Program Specialist			GS			301	
g. Extramural Support Program Specialist					GS			301			12	
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacancy, specify)			Initials			Date	
18. Department, Agency, or Establishment DHHS					c. Third Subdivision OER			d. Fourth Subdivision OGSS			e. Fifth Subdivision	
a. First Subdivision NIH					b. Second Subdivision OD			Signature of Employee (optional)			19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that...					a. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			Signature	
Signature					Date			Signature			Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Administrative Analysis Grade-Evaluation Guide, TS-98, 8/90.			Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			Signature	
Typed Name and Title of Official Taking Action Luis A. Arvelo, Human Resources Specialist, OHR, NIH					Signature			Date			Signature	
Signature					Date			Signature			Date	
23. Position Review					Initials			Date			Initials	
a. Employee (optional)					Initials			Date			Initials	
b. Supervisor					Initials			Date			Initials	
c. Classifier					Initials			Date			Initials	
24. Remarks					Initials			Date			Initials	

FPL=GS-12

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-834-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reestablishment Explanation (Show any Position replaced)		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. OPM Certification No.		9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statement Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Professional and Research/Technical <input type="checkbox"/> Clerical/Support				13. Competing Level Code	
				10. Position Status <input checked="" type="checkbox"/> Competitive Exempt (Specify in Remarks) SES (SES) <input type="checkbox"/> GCS (GCS)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Mother		12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 2- Critical Sensitive <input type="checkbox"/> 3- Personnel Sensitive <input type="checkbox"/> 4- Special Sensitive		14. Agency Use	
15. Classifier/Grader by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Supervisory Level Review		Extramural Support Program Specialist		GS		301		11		JMS 6/9-03	
d. First Level Review											
e. Recommended by Supervisor or Immediate Office		Extramural Support Program Specialist		GS		301		11		JMS 6/9/03	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacancy, specify)							
18. Department, Agency, or Establishment DHHS				c. Third Subdivision OER							
a. First Subdivision NIH				d. Fourth Subdivision OGSS							
b. Second Subdivision OD				e. Fifth Subdivision							
19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)							
20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which it is essential. This certification is made with the knowledge that the information is to be used for advisory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				21. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
a. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature David P. Mineo				Date 6/4/03				Signature Date			
22. Classification/Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action				23. Position Classification Standards Used in Classifying/Grading Position Administrative Analysis Grade-Evaluation Guide, TS-98, 8/90. Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature Luis A. Arvelo				Date 6-4-03							
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											

FPL-GS-12

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-030-4255

Previous Edition Usable

5010-106

OF 8 (Rev. 1-88)

U.S. Office of Personnel Management
FPM Chapter 355

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reestablishment Explanation (Show any Position replaced)		3. Service <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. Civil Certification No.		7. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Financial Statements Required <input type="checkbox"/> Financial Statement <input type="checkbox"/> Financial Statement		9. Position Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		10. Position Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		11. Position Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		12. Position Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		13. Competitive Level Code	
14. Agency Use		15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
16. Department, Agency, or Establishment DHHS		17. First Subdivision NIH		18. Second Subdivision OD		19. Third Subdivision OER		20. Fourth Subdivision OGSS		21. Fifth Subdivision	
22. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		23. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. (All certifications are made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.)		24. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH		25. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		26. Signature of Employee (optional)		27. Date	
28. Position Review		29. Initials		30. Date		31. Initials		32. Date		33. Initials	
34. Remarks		35. Employee (optional)		36. Supervisor		37. Classifier		38. Date		39. Initials	
40. Description of Major Duties and Responsibilities (See Attached)		41. Initials		42. Date		43. Initials		44. Date		45. Initials	
46. Remarks		47. Initials		48. Date		49. Initials		50. Date		51. Initials	
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